

# Test WES Precode Student Eligibility and Sent Precode User Guide 2013–2014

Minnesota Department of Education
Division of Statewide Testing
1500 Highway 36 West
Roseville, MN 55113
http://education.state.mn.us

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Test WES is a secure MDE website where authorized personnel complete a variety of activities related to assessment and accountability, including verifying student eligibility for testing, entering students for testing who are not enrolled in MARSS, performing pretest edits, entering waiver requests, completing posttest edits on test-related information and viewing preliminary AYP participation reports. This user guide will provide detailed information on Precode Student Eligibility, which is used to verify student eligibility for testing and enter students for testing, and Sent Precode, which is used to view precode information sent to service providers.

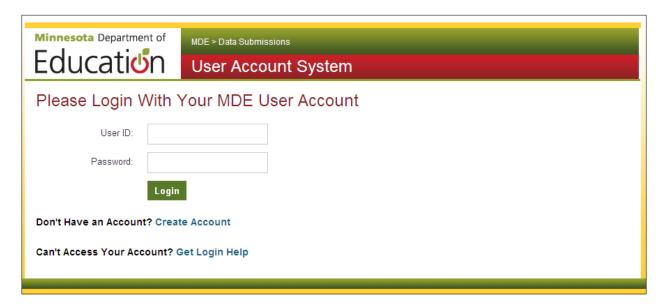
## **Accessing Test WES**

The process for requesting and modifying access to MDE secure systems is available on the Data Submissions page of the MDE website. View the Data Submissions page.

Prior to accessing Test WES, you'll need to have your superintendent (or charter school director) add your name to the *Superintendent Authorization Form for Test WES* found on the Test WES page of the MDE website. <u>View the form on the Test WES page</u>. The form contains instructions for completing and returning it to MDE.

When requesting access, please allow from one to five business days for approval. For any questions about access to MDE secure systems, please contact <a href="mailto:mde.testwes@state.mn.us">mde.testwes@state.mn.us</a>.

Once you have access, go the Test WES page of the MDE website to log in. <u>View the Test WES page</u>. Select **Enter Test WES** to access the MDE User Account Login page.



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## **Student Identity Validations and Precode**

The student identity validations at MDE require that a particular MARSS or state student ID (SSID) number can be held by just one student. These validations affect assessment in a number of ways:

- Only students with a unique, valid MARSS/SSID number will be sent in the precode
  files. "Precode" refers to the files that are sent to testing service providers, like
  American Institutes for Research or AIR, and these files contain student enrollment
  and demographic information and test eligibility. Districts can view the Sent Precode
  files in Test WES or go to AIR's Test Information Distribution Engine (TIDE) system
  to see the students eligible for testing.
  - Precode files that include all LEP-identified students in MARSS are sent to MetriTech once each year for ACCESS and Alternate ACCESS for ELLs.
  - For the precode files sent to AIR, student records contain two parts: enrollment and eligibility. Changes in either of these components will affect how students are sent to AIR.
- Any discrepancies related to a particular student's MARSS/SSID number must be resolved before the student's record will be sent in precode. For paper assessments, discrepancies related to the MARSS/SSID number may cause test results to be delayed.
- All students currently enrolled in your district will have a MARSS/SSID number, but some students who need to test (e.g., home-schooled students or "super seniors" who only need to test and are not enrolled) will need to have a MARSS/SSID number assigned before they can be added into Precode Student Eligibility and then sent in precode.
- The Student Identity Validation Interface will be used by the superintendentauthorized staff (often the MARSS Coordinator) to create SSIDs for new students and to resolve problems with student identity issues. The Student Identity Validation Interface includes MARSS numbers from currently enrolled student and students from the past decade. <u>View information about the Student Identity Validation</u> <u>Interface on the MDE website</u>
  - (http://education.state.mn.us/MDE/SchSup/DataSubLogin/StuIDValid/index.html).
- Updates to student enrollment information are submitted in the MARSS Web Edit System (MARSS WES) by the MARSS Coordinator. Submitted MARSS data is used as the basis for student enrollment information sent in precode files.
- Once a student's test eligibility changes, the prior eligibility will be replaced with the student's new eligibility in AIR's systems. NEW for 2013–2014: For students who change grades where there is no new test eligibility, the student's prior eligibility will be removed in AIR's systems. For example, students who move from grade 11 to grade 12 may not have any new test eligibility if they have already take the high school Science MCA and have passed GRAD retests.

## **Notes for Non-Public Schools**

Non-public schools who will be participating in statewide assessments must follow the instructions to add students described in "Manual Changes to Precode Records" below once MARSS numbers have been found or SSID numbers have been created. Students in non-public schools must be manually added each year they will participate in testing. Students can only be added during the school year in which they will be testing. For example, if students will be testing in school year 2013–2014, they cannot be added until Test WES rolls over for that school year (typically by September of each year).

When manually adding students, you will receive a warning message that says: "Adding a manual enrollment record will override all other records; MARSS updates will not be reflected. Are you sure?" Since non-public schools do not submit MARSS (enrollment) data to the state, this message can be disregarded. Click "OK" to add the student.

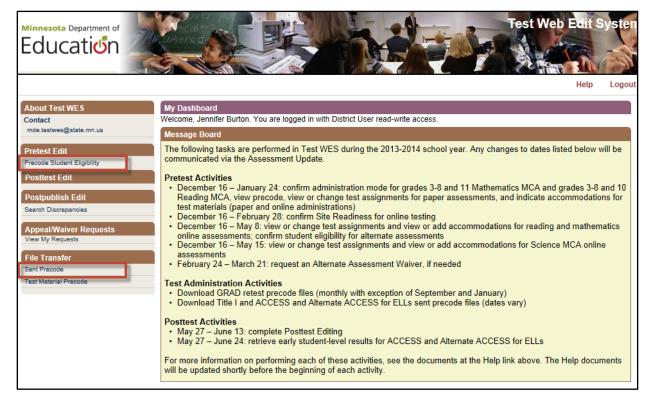
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## **Dashboard Overview**

Precode Student Eligibility and Sent Precode are accessed in Test WES. The first screen you will see after you log in to Test WES is **My Dashboard**. The Message Board contains information on upcoming tasks and activities, including relevant dates.

To the left of the message board is a navigation panel with a number of headings. Depending on the time of year and what other activities are available, this menu may include additional options that are not visible on the screenshot below.

- Access Precode Student Eligibility under Pretest Edit.
- Access Sent Precode under File Transfer.

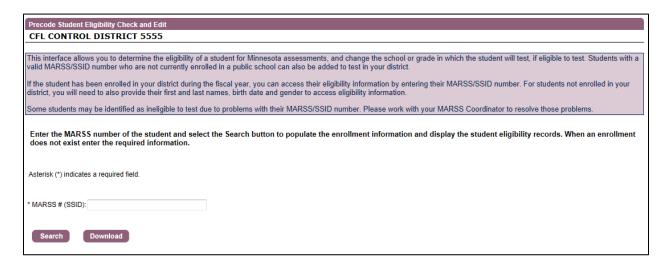


# **Precode Student Eligibility**

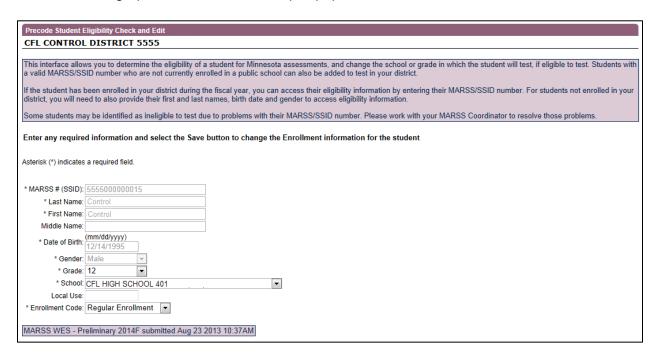
If students are not loaded to AIR's TIDE system, use Precode Student Eligibility to investigate why. Select **Precode Student Eligibility** from the left menu on My Dashboard.

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To access student test eligibility information, enter the student's MARSS/SSID number and select **Search**. The MARSS/SSID number is a required field.

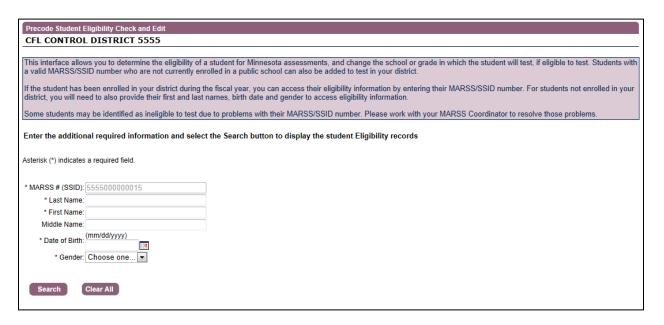


If the student has been enrolled in your district during the fiscal year, you can access the student's eligibility information by entering their MARSS/SSID number only. The rest of the student's demographic information will be pre-populated on the next screen.

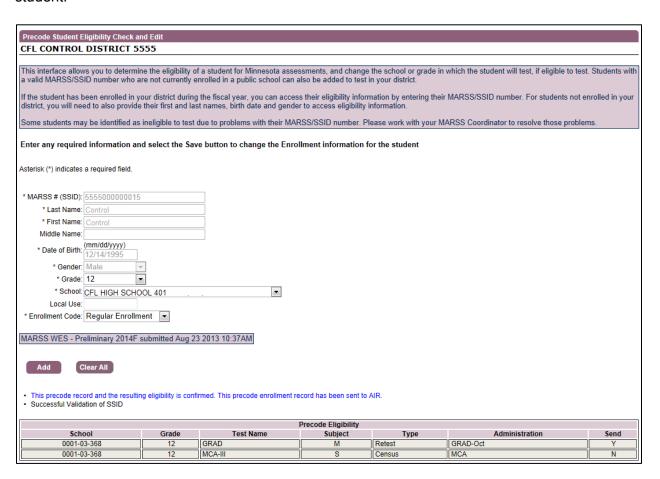


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For students **not** enrolled in your district, you will need to also provide their first and last name, date of birth and gender and then click **Search**.



Once you select **Search**, test eligibility results will be displayed in the Precode Eligibility table. Select **Clear All** if you want to return the initial screen to search eligibility information for another student.



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The Precode Eligibility table includes the following information; please see the information in the Appendix for further information about test names, types, and administrations:

- School: School number the precode record is being sent for
- Grade: Grade indicated on the student record being sent in precode
- Test Name: Specific test the student is eligible for
- Subject: Subject of the test the student is eligible for
- Type: Type of assessment the student is eligible for (census, retest or optional)
- Administration: Group a specific test belongs to
- **Send**: Indicator of whether the record will be sent in precode; an indicator of "N" means the record will not be sent
  - The send indicator applies only to the high school science assessment and this indicator can be adjusted during Pretest Editing

## **Precode Student Eligibility Messages**

When you search for a student, you will see a message about the status of the student in terms of enrollment and eligibility and whether he or she is included in the precode files. Since the precode files sent to AIR contain both enrollment and eligibility information, changes in either of these components will affect how students are sent to AIR.

Below are precode messages you may receive; these messages appear in blue.

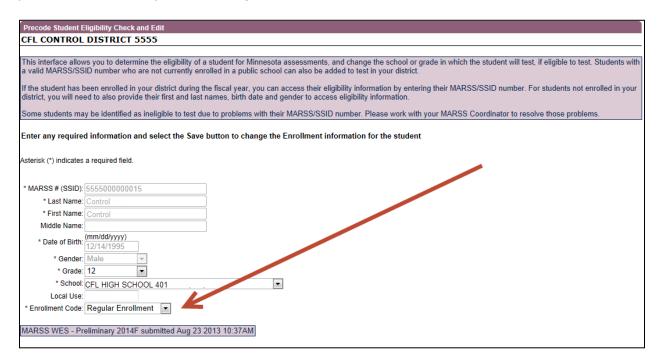
- This precode record and the resulting eligibility are confirmed. This precode enrollment record has been sent to AIR.
  - This indicates that the precode enrollment record for the test(s) the student is eligible for have already been sent to AIR and should appear in their systems.
  - In rare circumstances where additional eligibility has been added, the precode enrollment record has already been sent but the eligibility will be sent in the next precode file.
- This precode record and the resulting eligibility are confirmed. This precode enrollment record has NOT yet been sent and will be sent in the next precode file to AIR.
  - This indicates that the precode record for the test(s) the student is eligible for are confirmed and will be sent to AIR in the next precode file.
- It appears this student is no longer enrolled in this district based on the MARSS Status End Date.
  - This student is not in the precode because it appears this student is no longer enrolled.
  - Verify the student's enrollment with your MARSS Coordinator. The student can be manually added to precode if needed; see further information in *Manual Changes to Precode Records* later in this user guide.
- A different enrollment record from another district is being used for this student.
  - This student is not in the precode because the student is dual enrolled and appears on another district's precode. Student records can only be sent in precode for one school.

- If you will be testing this student, you can change the school (see instructions in *Manual Changes to Precode Records* later in this user guide).
- A different enrollment record in a lower grade is being used for this student.
  - This student is not in the precode because the student is dual enrolled at a lower grade and appears on another school's or district's precode. Student records can only be sent in precode for one school, and the school with the lowest enrolled grade will be assigned precode for the student.
  - If you will be testing this student, you can change the grade (see instructions and cautions in Manual Changes to Precode Records later in this user guide)
- A Student ID conflict prevented this enrollment record from being used.
  - You will need to work with the MARSS Coordinator (or other superintendent-authorized staff) so the conflict can be resolved in the Student Identity Validation Interface. See more information on Student ID Validation messages below.
- A different precode record manually added by another district is being used for this student.
  - Another district made a manual change in Precode Student Eligibility in Test WES.
  - If you are testing the student, you can change the record as needed and manually add the student (see instructions in *Manual Changes to Precode Records* later in this user guide).
- This student appears to have already taken the High School Science assessment in a prior year.
  - This student has a high school Science MCA or MTAS test result from a prior year.
  - If the student is repeating a Biology or Life Science course, this student must take the Science MCA or MTAS and you can change Send Precode Indicator from "No" to "Yes" on the Search and Edit Screen during Pretest Editing.
- This student does not appear to be eligible for any active assessments at this time.
  - Check the Graduation Data List in MDE Secured Reports for more information if you believe the student should be eligible for a GRAD retest.

In addition to the precode (blue) messages above, there will also be Student Identity Validation messages appearing in red that relate to an issue that needs to be resolved in the Student Identity Validation Interface. This will require resolution by the person or persons authorized to make edits in the Student Identity Validation Interface (generally the MARSS Coordinator). If there is not an issue with the student identity validations, you will receive the following message: "Successful Validation of SSID."

#### **Enrollment Codes**

Enrollment codes indicate how a student will be included for testing and how the results are used. An enrollment code of Regular Enrollment is the default for students who are enrolled in your district. An enrollment code will need to be selected for any student who is not enrolled in your district and that you are adding for precode.



**Regular Enrollment:** Use this code for a student with a regular enrollment in a public school. This record will be used to generate precode records for the Title I (MCA, MCA-Modified, MTAS) assessments, OLPA, or the GRAD retests. When applicable, the results of the assessment will be included in summaries for the school, district and state.

**Homeschool Student:** Use this code for a home-schooled student (or any non-public school student) who wishes to take an assessment in your district. This record will be used to generate precode records for the Title I (MCA, MCA-Modified, MTAS) assessments, OLPA, or the GRAD retests. The results of the assessment will not be included in any summaries.

**Only GRAD Retest:** Use this code for a student who is not enrolled in your district but needs to take a GRAD retest in your district (e.g., super seniors). Using this code will create precode records for the GRAD retests only and will prevent the creation of precode records for any census tests the student would otherwise be eligible for in any district. The results of the assessment will not be included in any summaries.

## Manual Changes to Precode Records

For a selected student, you can manually add the student, change the school where the student will be testing and/or change the student's grade.

**Please note**: Precode Student Eligibility should **not** be used in place of a MARSS submission to add students for testing. While Precode Student Eligibility can be used in rare circumstances

where a student needs to be added for testing prior to a MARSS submission, it typically should be used when a student will not be submitted in MARSS (e.g., "super seniors") or when a student is dual enrolled and the student is testing at a different location than what was sent in the precode file.

The reason Precode Student Eligibility should be used in more rare circumstances is because subsequent updates to that student's enrollment record submitted in MARSS may not be reflected in the manually added student record in Test WES. The manually added or changed record may not be updated until someone manually changes the record again or deletes the manual add or change.

#### Add Student to Precode

Students who are not enrolled in your district (like home-schooled students or super seniors), can be added to the precode if they have a valid MARSS/SSID number. To add the student to the precode:

- Enter the MARSS/SSID number.
- Enter the required demographic information (first and last names, date of birth, and gender) and click Search.
- If there is successful validation, then enter the grade (select grade 12 for super seniors), school where the student will test and the applicable enrollment code.
- Select Add. You will need to confirm you want to make this change since the manual record will override all other records.

## **Change School**

Students can only be sent for precode at one school. If the student will be testing at a different school than what was pulled for precode (either from within your district or from another district), you can change the location to a school in your district.

- To change the student's school within your district:
  - Enter the MARSS/SSID number.
  - Change the school.
  - Select Save. You will need to confirm you want to make this change since the manual record will override all other records.
- To change the student's school from another district:
  - Enter the MARSS/SSID number.
  - Enter the required demographic information (first and last names, date of birth, and gender).
  - If there is successful validation, then enter the grade (select grade 12 for super seniors), school where the student will test and the applicable enrollment code.
  - Select Add. You will need to confirm you want to make this change since the manual record will override all other records.

#### Change Grade

Grade can be changed to reflect the student's current enrollment. If MARSS information is not updated or your district has the student enrolled in a grade other than what has been pulled for

precode, the student's grade can be changed in Precode Student Eligibility to load the student quickly for testing. This is a temporary fix and caution must be exercised when changing grade (or making any manual changes to get the student added to precode for testing). MARSS data will ultimately be used for accountability, and if the tested grade does not match the enrolled grade in MARSS, the student will receive a wrong grade code instead of a score.

For Reading and Mathematics GRAD retests, students are only allowed to retest after the initial administration in grade 10 for reading and grade 11 for mathematics. Students in grades 10–12 who have not passed the assessment will be eligible for Written Composition GRAD retests.

- To change the student's grade:
  - Enter the MARSS number and any required demographic information to view the student record.
  - Change the grade as applicable.
  - Select Save to check the eligibility for assessments for the new grade. You
    will need to confirm you want to make this change.

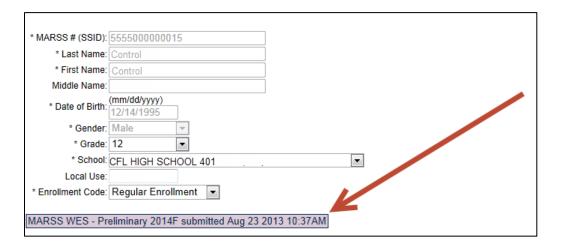


Manual changes made in Precode Student Eligibility will NOT be reflected in MARSS. However, any subsequent updates to that student's enrollment record submitted in MARSS may not be reflected in the manually added student record in Test WES. Even if a student's information is updated in MARSS, the manually added or changed record may not be updated until someone manually changes the record again or deletes the manual add or change.

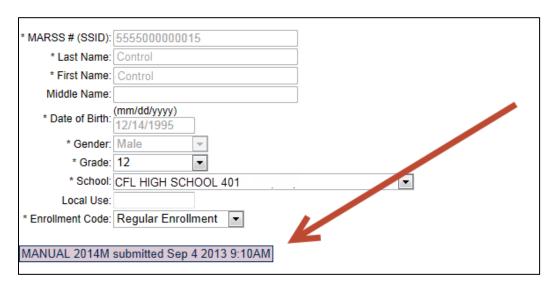
## **Reviewing Manual Changes to Precode Records**

When checking a student's test eligibility, you can determine if MARSS information is being used or if a manual change has been submitted by looking at the purple bar under Enrollment Code. The information in this box will indicate "MARSS WES" and the date of the most recent MARSS submission that is being used or "MANUAL" and the date of the manual change.

Example of MARSS information being used:



Example of a manual change:



## **Deleting Manual Adds or Changes to Precode Records**

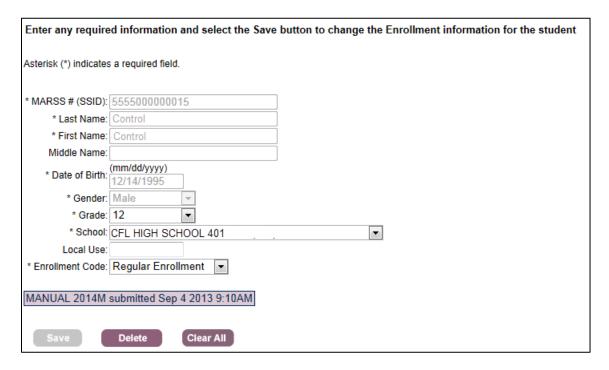
Users can delete manual adds or changes that have been entered for their district or school in Test WES. When a manual record is deleted, the most recent MARSS enrollment record will be reinstated, if one exists. Depending on the situation, this may mean that another district's MARSS enrollment will be used for the student. Deleting the manual record will allow any updates submitted in MARSS to again be reflected in the student's precode record so MDE recommends deleting manual records after MARSS is updated.

If the student was manually added to the precode files (e.g., super seniors, non-public or home-schooled students), deleting the manual record will remove the student from Test WES and the precode files. This option may need to be used, for example, if the student's demographic information was entered incorrectly or if the student will no longer be testing in your district. In this case, the district must re-add the student with the correct student demographic information once the incorrect one is deleted.

When a manual change is deleted, it is reflected immediately in Precode Student Eligibility; see the timelines section later in this user guide for more information related to sending student information in precode files.

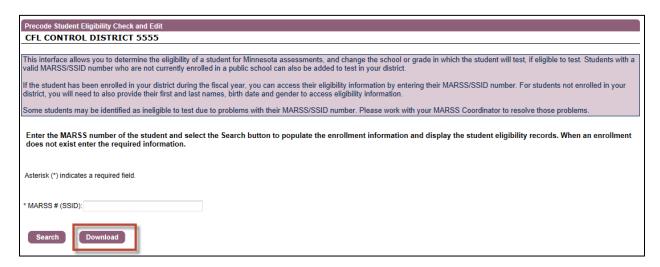
- If there is another MARSS enrollment record available, it will be immediately reinstated and the updated information will be sent in the next precode file to AIR.
- If the student had been manually added and is not submitted in MARSS, the student record will be immediately deleted from Test WES. Nothing will be sent to AIR unless the student is re-added into Precode Student Eligibility for testing; an updated record can be immediately re-added after deleting the incorrect record as needed.

- To delete a manual add or change:
  - Enter the MARSS number and any required demographic information to view the student record.
  - Select **Delete** to remove the manual change. You will be asked to confirm you want to complete the change.



## Viewing Manual Adds or Changes and Inactive Records

**NEW for 2013–2014**: A downloadable file is available that shows any manually added or changed records in your district for the current year. To access the file, select **Download** on the first Precode Student Eligibility screen (where the MARSS/SSID number is entered).



This file can be used to help determine which manually added records can be deleted after MARSS is up to date; remember, it is recommended that updates to student enrollment should be made in MARSS and manual records should be deleted to allow MARSS updates to be

reflected. If the downloaded file is blank, it means that no records have been manually added or changed this year.

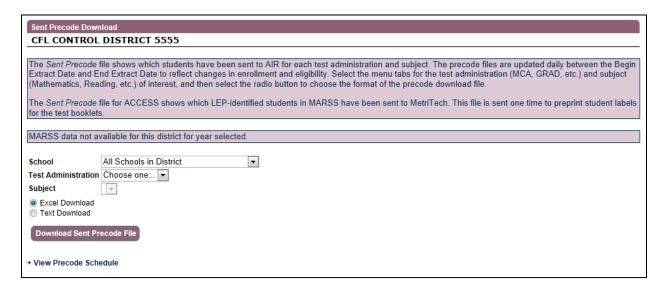
## Timeline for Updates to Student Records to be Included in Precode

Generally, in order to have a student loaded for online testing, any MARSS updates need to be made two days before the scheduled test date. Once MARSS is submitted, that data is gathered overnight and is visible in Test WES the next day. This allows the District Assessment Coordinator to make any precode changes as needed in Precode Student Eligibility in Test WES on the day before the submitted records are sent in the precode files. Generally, any changes made in Precode Student Eligibility will be reflected in AIR's systems the next day. Manual changes include adding a student, changing testing location or grade, or deleting a manual record.

To address situations where a new student needs access to test within 24 hours, the MARSS Coordinator can add a student to the Student Identity Validation Interface. The District Assessment Coordinator can then add the Precode Student Eligibility interface. Student information is pulled nightly and sent to AIR. A full MARSS submission that includes this student can be made at a later date after the student tests. After MARSS has been submitted, the manually added record can be deleted so that the record based on MARSS will be used. This workaround should be used in the rare circumstance when a student needs to be added for testing the next day. In most instances, updated MARSS data should be submitted.

#### **Sent Precode**

If a student is not appearing in AIR's TIDE system, you can use Sent Precode to verify if the record has been sent. The Sent Precode allows you to download the most recent precode file and review the student records that have been sent to AIR. Select **Sent Precode** under **File Transfer** from the navigation panel on My Dashboard.



These Sent Precode files are organized by test administration and then subject and can be downloaded in either an Excel or Text file. You can choose to download the precode files for all

schools in the district or for a specific school. Click **Download Sent Precode File** to access the precode file.

Precode files contain information submitted in MARSS, any manual changes made in Precode Student Eligibility, and edits made during Pretest Editing (when available).

To view the schedule of dates precode files will be sent, select the **View Precode Schedule** link below the Download Sent Precode button. This schedule includes the scheduled begin and end extract dates as well as indicating when the most recent extract was for your district. Please see the table under "Test Administrations and Test Names in Test WES" in the Appendix for further information about test administration and types.

Starting on the begin extract dates in the Sent Precode Schedule, these precode files are downloadable. These files are available daily and contain only the most current precode file sent to AIR.

Precode Schedule					
Test Administration	Type	Begin Extract Date	Recent Extract Date	End Extract Date	
GRAD-Oct	Retest	07/22/2013 10:00 PM	09/03/2013 10:05 PM	10/08/2013 10:00 PM	
OLPA	Optional	07/22/2013 10:00 PM	09/03/2013 10:05 PM	02/19/2014 10:00 PM	
MCA	Census	07/22/2013 10:00 PM	09/03/2013 10:05 PM	08/13/2014 10:00 PM	
MTAS	Census	07/22/2013 10:00 PM	09/03/2013 10:05 PM	08/13/2014 10:00 PM	
MCA-MOD	Census	07/22/2013 10:00 PM	09/03/2013 10:05 PM	08/13/2014 10:00 PM	
GRAD-W-Nov	Retest	09/03/2013 10:00 PM	09/03/2013 10:05 PM	12/11/2013 10:00 PM	
GRAD-Nov	Retest	10/17/2013 10:00 PM		11/12/2013 10:00 PM	
GRAD-Dec	Retest	11/21/2013 10:00 PM		12/10/2013 10:00 PM	
ACCESS	Census	12/18/2013 09:00 AM		12/18/2013 11:00 AM	
GRAD-Feb	Retest	12/19/2013 10:00 PM		02/11/2014 10:00 PM	
GRAD-W-Apr	Retest	12/19/2013 10:00 PM		05/22/2014 10:00 PM	
GRAD-Mar	Retest	02/20/2014 10:00 PM		03/11/2014 10:00 PM	
GRAD-Apr	Retest	03/20/2014 10:00 PM		04/08/2014 10:00 PM	
GRAD-May	Retest	04/17/2014 10:00 PM		05/13/2014 10:00 PM	
GRAD-Jun	Retest	05/22/2014 10:00 PM		06/10/2014 10:00 PM	
GRAD-Jul	Retest	06/19/2014 10:00 PM		07/08/2014 10:00 PM	
GRAD-Aug	Retest	07/17/2014 10:00 PM		08/12/2014 10:00 PM	

For OLPA, all students in grades 3-8 are automatically sent to AIR once MARSS data is submitted in the fall.

For the Title I test administrations (MCA, MCA-Modified, and MTAS), precode files will be sent throughout the year so that student information is available in AIR's systems. Before Pretest Editing is available, test eligibility is defaulted based on last year or is defaulted to MCA. During Pretest Editing, the precode files for these assessments will also include accommodation information and reflect any changes in test assignments. Quantities of regular and accommodated test materials for these assessments will be sent based on the precode file on the date indicated in the Important Dates sheet in the *Procedures Manual*; for 2013–2014, this date is January 24. After this date, changes can be made in Pretest Editing as needed and precode files continue to be sent nightly. Though updates to the precode for paper administrations do not change the test materials that are sent, student eligibility and enrollment information continues to be updated and sent to AIR.

For GRAD retest administrations, there are set windows for when precode files are sent as indicated by the Precode Schedule. After the initial file is sent, precode files will be sent nightly until the end extract date.

## **Appendix**

#### Test Administrations and Test Names in Test WES for 2013–2014

The table below provides an overview of how test information is presented in Precode Student Eligibility and Sent Precode. The information presented for a given student will depend on the tests the student is eligible for.

"Test Administration" refers to the general group an assessment belongs to; within each administration, there are specific tests as indicated under "Test Name." The test names for Title I assessments (MCA, MCA-Modified, MTAS) contain series numbers and abbreviations that may be different than those found in other MDE reference materials. The series numbers following the test names indicate the academic standards the tests are aligned to; this information is not applicable for the diploma assessments.

The assessments are also differentiated by type:

- "Census" refers to a test administration in which all required students are expected to participate in an assessment
- "Retest" refers to a GRAD test administration in which only students who still need to pass an assessment are eligible.
- "Optional" refers to a test administration that students may be eligible for but are not required to participate in.

not required to participate in:					
Test Administration	Туре	Test Name	Assessment	Grade(s)	Academic Standards Alignment
GRAD-Oct GRAD-Nov GRAD-Dec GRAD-Feb GRAD-Mar GRAD-Apr GRAD-May GRAD-Jun GRAD-Jul GRAD-Aug	Retest	GRAD	Reading and Mathematics GRAD retests	10–12	NA
GRAD-W-Nov GRAD-W-Apr	Retest	GRAD	Written Composition GRAD retests	10–12	NA
OLPA	Optional	OLPA	Mathematics OLPA	3–8	2007 standards
			Reading MCA	3–8, 10	2010 standards
MCA Censu	Census	MCA-III	Mathematics MCA	3–8, 11	2007 standards
			Science MCA	5, 8, and HS	2009 standards

Test Administration	Туре	Test Name	Assessment	Grade(s)	Academic Standards Alignment
MCA-MOD	Census	nsus MOD-III	Reading MCA- Modified	5–8, 10	2010 standards
			Mathematics MCA-Modified	5–8, 11	2007 standards
MTAS	Census	MTAS-III	Reading MTAS	3–8, 10	2010 standards
			Mathematics MTAS	3–8, 11	2007 standards
			Science MTAS	5, 8, & HS	2009 standards
ACCESS	Census	ACCESS for ELLs	ACCESS for ELLs	K 1–2 3–5 6–8 9–12	NA
ALTACCESS	Census	Alternate ACCESS for ELLs	Alternate ACCESS for ELLs	1–2 3–5 6–8 9–12	NA